



**STATEMENT OF PROCEEDINGS FOR THE
RETREAT MEETING OF THE
LOS ANGELES COUNTY COMMISSION FOR
WOMEN**

**KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 372
LOS ANGELES, CA 90012
<http://LACCW.lacounty.gov>**

Monday, August 10, 2015

11:00 AM

AUDIO LINK FOR THE ENTIRE MEETING. (15-3882)

Attachments: [AUDIO](#)

Ice Breaker. (15-3580)

The Commissioner engaged in an icebreaker activity before calling the meeting officially to Order.

Present: President Becky A. Shevlin, Vice President Alice S. Petrossian, Treasurer Ana Maria Garcia, Commissioner Carolyn Aoki-Hyatt, Commissioner Maria Calix, Commissioner Nancy Cohen Ph.D., Commissioner Gerda Govine Ed.D., Commissioner Karriann Farrell Hinds, Commissioner Barbara Kappos LCSW, Commissioner Charlotte Lesser and Commissioner Olivia G. Rodriguez

Excused: Commissioner Dora de la Rosa, and Commissioner Reiko Duba

Call to Order. (15-3292)

President Becky A. Shevlin called the meeting to order at 10:53 a.m., and welcomed the Commissioners and guests to the meeting.

I. DISCUSSIONS

1. Discussion on the Commission's current Charge/Purpose.
 - A. 2015-16 ongoing vision and direction of the Commission.
 - Current theme- Educating, Motivating, and Inspiring Women. (15-3777)

In discussing the Commission's charge/purpose the Commissioners reviewed the ordinance and the statement of procedures for the Commission to determine the vision and direction of the Commission for the 2015 16 Fiscal Year. There was also discussion on whether or not the Commission's current theme "Educating, Motivating and Inspiring Women" should be changed. On motion of Commission Cohen Seconded by Commissioner Lesser, Article XII of the Commission's Statement of Procedures will be revised to read "These rules may be amended by a majority vote of the members present at any regular Commission meeting." The title for the Committees Bylaws should also be revised to read "Committees Procedures." The determination on whether or not the theme of the Commission will be changed was continued to the September 14, 2014 regular meeting.

2. Discussion with the Department of Human Resources on working with and assisting the Commission in attaining goals through information requests.
 - Lisa Garrett, Director, Los Angeles County Human Resources (15-3715)

Lisa Garrett, Director, Los Angeles County Human Resources Department (DHR), thanked the Commissioners for inviting her to come and address the Commission. She advised the Commission that DHR is currently working on the Commission's request for Los Angeles County employment data and the report will be available to the Commission no later than the week of August 18, 2015

Responding to the Commissioners' questions, Ms. Garrett reported that DHR has moved from de centralized to a centralized HR system. In the DHR Central Matrix model, the first line reporting level is to each department's Human Resources (HR) Department Head, while the second line reporting level is to the Head of Central DHR. DHR provides training and conducts monthly meetings with HR managers and also hold meetings with the Leadership Council to ensure that everyone is on the same page. The County's Merit Base System provides for fair hiring and promotion practices. Women represent approximately 59% of the County's employees.

However, the County is reaching out to women in an effort to encourage them to go apply for positions in areas that women do not typically apply for. DHR is now posting its job listings on GovernmentJobs.com, Los Angeles County Chief Executive Offices website, in addition to the DHR website. Following the Commission's request Ms. Garrett stated that she is willing to work with the Executive Office to have the CW website linked to the DHR website to allow CW visitors further access to job opportunities.

Ms. Garrett also advised that the Los Angeles County was recognized by Forbes as the 115th Best Employer in the nation. DHR has multiple programs to assist in promoting the next generation of employees and managers. The Management Fellow which is modeled after a Federal program is open to employees with Masters Degrees. DHR also have programs for Administrative Interns, Veteran Interns and is in partnerships with various community colleges for academic internship program where students receive credit for unpaid work on specific projects.

The Commission inquired if an Administrative intern can be assigned to the Commission and was advised to make the request through the Board of Supervisors' Executive Office.

In conclusion, she volunteered to be a non-voting member of the CW's Policy and Legislation Ad Hoc Committee, and stated that she will be attending the September 14, 2015 meeting to discuss the requested HR report and provide further update to the Commission

President Shevlin thanked Ms. Lisa Garrett for taking time out of her schedule to come and address the Commission's request and concern about gender equity.

3. Discussion on the Standing Committees and Committee By-laws.

- A. 2014/2015 Committee description and current report by Committee Chair
- Executive Committee - President Shevlin
 - Education Committee - Chair Olivia G. Rodriguez
 - Domestic Violence Committee - Chair Olivia G. Rodriguez
 - Health Committee - Chair Charlotte Lesser
 - Public Relations/ Social Media Committee - Chair Gerda Govine, Ed.D

- Women of the Year Committee - Vice President Alice S. Petrossian
- B. Discussion on status of Committee Bylaws or need for further review and revision.
- C. Confirm 2015-2016 Commission Standing Committees, appointments and direction
- Executive Committee
 - Education Committee
 - Domestic Violence Committee
 - Health Committee
 - Public Relations/ Social Media Committee
 - Women of the Year Committee
- D. Discussion on the need for additional Committees based on the Commission's vision/direction and need.
- Consideration of collaborating with other Commissions, including the Commission on Children and Families
 - Consideration of collaborating with the Los Angeles City Commission on the Status of Women to co-host of the 2016 National Association of Commissions for the for Women's Conference.
 - Development and outreach of viable internships. (15-3716)

Following a brief overview of each Standing Committee by the Chairpersons, President Shevlin charged the Chairpersons to draft mission statements for their respective Committees to be reviewed and ratified at the September 14, 2015 meeting.

The Commissioners volunteered to serve on various Committees for the 2015-16 Fiscal Year. The Chairpersons and Vice Chairpersons were appointed to each respective Committee by President Shevlin.

The Standing Committee Roster will be revised and presented at the September 14, 2015 regular meeting for approval.

During a discussion on whether there is a need for the CW to add additional Committees based on the Commission's direction and desire to focus on issues that directly impact women, the Commission created a Policy and Legislation Committee to review legislative matters that relate to gender equity issues.

After a brief discussion regarding the vision of the Domestic Violence Committee by Common Consent, the Commission changed the name of the Committee to Violence against Women and Girls Committee.

The Commission also held a brief discussion on whether or not the CW should co-host the 2017 National Association of Commissions for Women (NACW) conference with the Los Angeles City Commission on the Status of Women (LACCSW). Commissioner Hinds will reach out to the LACCSW to gather additional information on co-hosting the 2017 conference and provide an update at the September 14, 2015 meeting.

Following a brief discussion on developing outreach to bring in viable interns for the Commission, staff reported that since the last Commission meeting staff has interviewed two interns. One has passed her LiveScan background check while the other is going through the screening process and a third student also expressed interest.

Staff was directed to forward the Internship Job description to the Commissioners.

Attachments: [COMMITTEE BY-LAWS](#)
[LIST OF STANDING COMMITTEES](#)
[EDUCATION COMMITTEE REPORT](#)

- 4. Discussion and Review of the Commission Trust Fund Budget Criteria and Spending Plan and Fiscal Year 2015/2016 Budget. (15-3717)**

Treasurer Ana Maria Garcia provided an overview of the proposed 2015-16 budget and reconciliation report. She also reported that the CW's current undesignated flexible spending funds balance for the 2015-16 Fiscal Year is \$16,951.37.

The Commission reviewed and discussed the 2015-16 proposed budget designations.

On motion of Vice President Alice S. Petrossian, Seconded by Commissioner Nancy L. Cohen, Ph.D., the Commission approved increasing the amount allocated for the Association of California Commissions for Women (ACCW) meetings from \$500 to \$3,500 to provide additional Commissioners the opportunity to attend the January 2016 ACCW meeting in Sacramento, California.

After discussion, on motion of Commissioner Maria Calix, seconded by Commissioner Charlotte Lesser, the Commission approved placing the proposed 2015-16 budget on the September 14, 2015 CW agenda for Ratification by the Commission. Staff was directed to include the revised 2015-16 Fiscal Year budget on the September 14, 2015 agenda for ratification by the Commission.

Attachments: [TRUST FUND BUDGET CRITERIA](#)
[FISCAL YEAR 2014/15 BUDGET](#)
[FISCAL YEAR 2015/16 BUDGET TEMPLATE](#)

5. Discussion of Commission Year- End Reports.
 - A. President's Report.
 - B. Los Angeles County Report on Women and Girls similar to the Mount Saint Marys' 2015 California report. (15-3718)

During a discussion on the Annual President's report, Commissioner Cohen volunteered to create a draft report template that is to be utilized by the President and Committee Chairs when writing their respective reports. The Commission will review and take action at the September 14, 2015 meeting.

Furthermore, it was clarified that the Committee Chairs are required to prepare their Committee's annual report. The information from the Committee report will be included in the Commission's annual report.

The Commission also held a discussion on whether to have a Mount St. Mary's style report that focuses on data relating to the status of women and girls in Los Angeles County.

President Shevlin stated that she will reach out to Mount St. Mary's to find out the cost of having the report done and will provide an update at the September 14, 2015 meeting.

Attachments: [2015 MOUNTY SAINT MARY'S REPORT](#)

6. Discussion and Review of Commission additional Policies and Governing documents.

- Statement of Procedures
- Operating Rules
- Scholarship Criteria
- LACCW Grant Application and Criteria
- Women of the Year selection Criteria (15-3779)

A discussion was held on whether the Commission's operating rules should be amended.

Further discussions were held regarding the timeframe of the Commission's meetings and format, the Girls-At-Risk scholarship and the Women of the Year criteria. The Education Committee will hold future discussion on renaming the Girls-At-Risk Scholarship Program after ex-Commissioner Janet Mummey.

Following clarification by staff, by consensus the meeting schedule and time duration will not be changed.

The Commission inquired on whether the Education Committee is working on removing MUST from the scholarship application criteria as well as a possible name change of the Girls At Risk. The Committee will consider the recommendation to change the scholarship program after ex-Commissioner Janet Mummey.

Attachments: [STATEMENT OF PROCEDURES](#)
[OPERATING RULES](#)
[SCHOLARSHIP CRITERIA](#)
[LACCW GRANT APPLICATION FORM](#)
[WOY SELECTION CRITERIA](#)

II. MISCELLANEOUS**Matters Not Posted**

7. Matters not on the posted agenda, to be discussed and (if requested) referred to staff or placed on the agenda for action at a future meeting, or matters requiring immediate action because of an emergency situation or where the need to take action came to the attention of the Committee subsequent to the posting of the agenda. (15-3304)

There were no matters presented for a future agenda.

Public Comment

8. Opportunity for members of the public to address the Commission on items of interest that are within the jurisdiction of the Commission. (15-3305)

There were no members of the public present to address the Commission.

Adjournment

9. Adjournment for the meeting of August 10, 2015. (15-3306)

There being no further business, President Shevlin adjourned the meeting of August 10, 2015 at 2:18 p.m.